

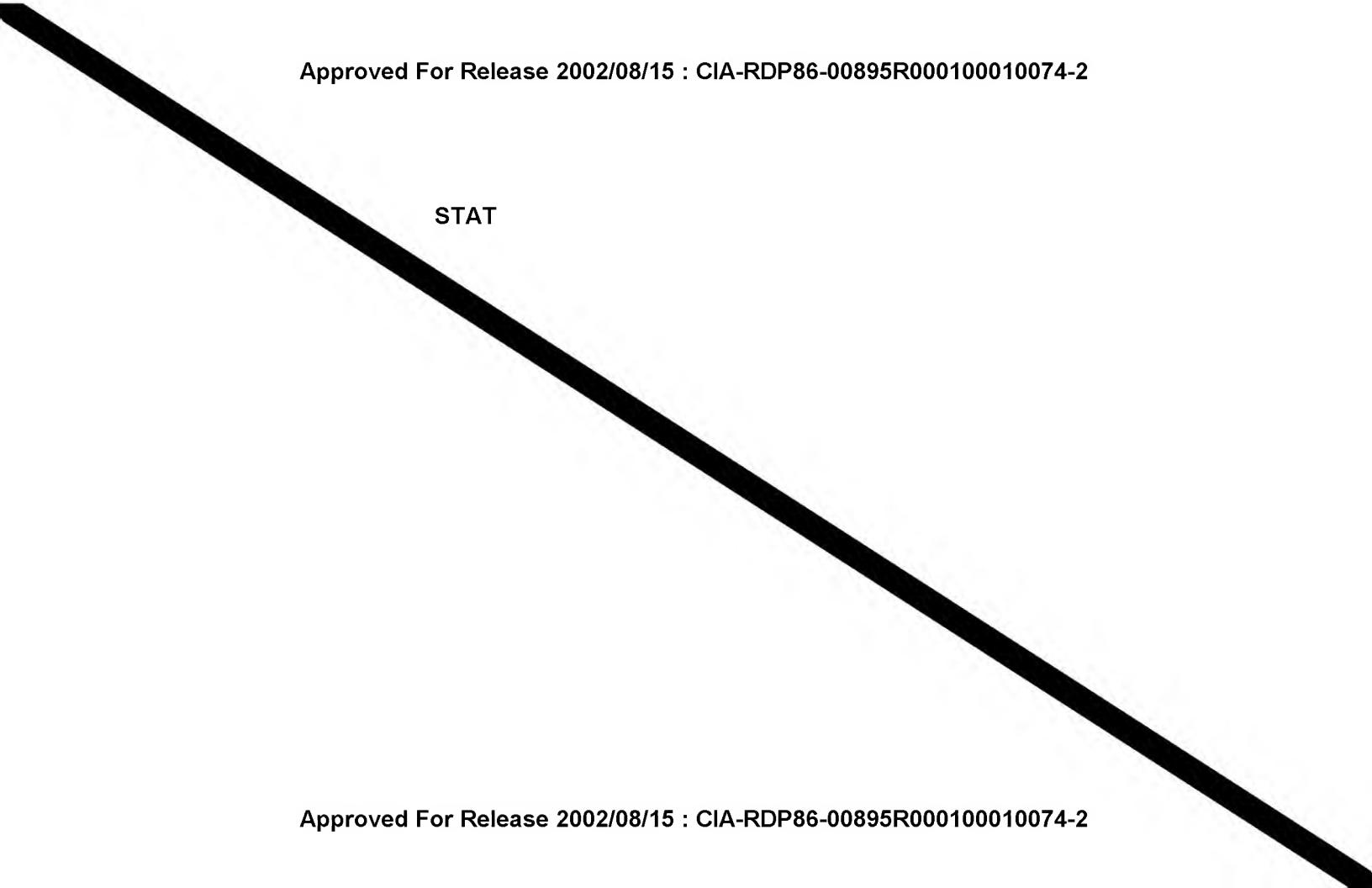
Comments on

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1. Must we issue "request to destroy" on general administration housekeeping files, working files, communications control file (abstract file slips, logs, manifests, document receipts), etc.?
2. If it is determined that records may be subject to pending legal & investigative requirements, why would we continue to request destruction? (para 4 - last two sentences)?
3. Biggest problem - of course - is in para 5c.
"litigation or possible litigation"
and
"actual or potential legal or investigative requirements"
"possible" or "potential" could include Privacy Act requests for T&A cards (35 cu/ft. per year now held 3 years), and temporary payroll case file (42 cu/ft. per year, held 10 years). Increasing retention of items like these would result in tremendous storage problems. And we really can't afford to film them all.

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